



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO
ForO 1001R.4
MPR

16 AUG 70L

FORCE ORDER 1001R.4

From: Deputy Commander, Marine Forces Reserve
To: Distribution List

Subj: ACTIVE DUTY FOR SPECIAL WORK (ADSW) REQUEST PROCESSING
FOR HEADQUARTERS, MARINE FORCES RESERVE (HQ MARFORRES)
DIRECTORATES

Ref: (a) MCO 1001.59
(b) MCO 4600.40A
(c) Under SecDef Memo of 10 Jun 03; Disciplinary
Guidelines of Misuse of Government Charge Cards by
Military Personnel

Encl: (1) RESERVE ACTIVE DUTY ORDER REQUEST
(2) Sample MARINE FORCES RESERVE ADSW Route Sheet
(3) ADSW ORDERS REQUEST PROCESS

1. Purpose

a. Emphasize aspects of reference (a), the guiding Marine Corps directive for the ADSW program.

b. Provide the HQ MARFORRES Staff specific policies and procedures for requesting orders, and using Marines on ADSW tours of active duty.

2. Background

a. The ADSW program is intended to provide personnel augmentation to accomplish special projects, and to meet operational, administrative, and exercise support requirements of short-term duration.

b. The ADSW program is not intended to improve the potential for augmentation, achieve active duty retirement eligibility, fill a vacant T/O billet, or to create a career status.

3. Policy

a. ADSW tours will be temporary in nature with a clearly defined termination date. For the purpose of tours at this headquarters, "temporary" is defined as 179 days or less.

b. Approval Authority. Upon confirmation of administrative eligibility and availability of required funding:

(1) 1-89 days: Requesting Directorate Head.

(2) 90-179 days: Executive Director, MARFORRES.

(3) Waiver beyond 179 Days: Endorsement by the Executive Director, MARFORRES and approval by the Director, Reserve Affairs (or representative).

c. Marines must take a minimum of a 31-day break from serving any type of active duty between periods of ADSW totaling 179 days or more within the same Fiscal Year; this includes not being able to perform annual training (AT). However, during this 31-day break, the Marine may perform any form of Inactive Duty Training (IDT) (regular, Additional Training Period (ATP), Readiness Manage Period (RMP), Additional Flight Training Period (AFTP)), which may be available to the member.

d. The Directorate requesting ADSW orders must have sufficient ADSW funding available to cover all pay and entitlements for the period of duty required as stated in the orders request.

e. Unless specifically authorized by the MARFORRES Executive Director or higher, no Marine is authorized to report for duty without first being in receipt of approved and authenticated orders.

f. Individual Marines considered for any tour of ADSW must have less than 16 years of cumulative total active duty service at the completion of the period of ADSW requested. For the purposes of this order, 5840 total active duty points as reflected in the Marine Corps Total Force System (MCTFS), or 5840 total active duty points which could be credited towards the member's Career Retirement Credit Report (CRCR) is considered 16 years of cumulative active duty service.

g. Individuals applying for any tour of ADSW, and possessing a government issued travel charge card, must be in a "good" account standing. Marines with an outstanding balance not covered by a split-disbursement amount annotated on a pending travel claim will not be allowed to execute ADSW orders until the balance has been paid in full. Per references (b) and (c), Marines failing to make proper payment, misusing, and/or abusing their government issued travel charge card will be subject to administrative or judicial punishment.

4. Tasks

a. Requesting Directorate

(1) Screen eligibility of Marine prior to generating an Orders Request (total active duty points, current HIV, and current physical).

(2) Complete orders request (see enclosure (1)).

(3) Ensure appropriate funding is available and prepare route sheet, as required (see enclosure (2)).

(4) Draft letters to HQMC (RA) requesting waiver for initial and extension orders of 180 days or more, as required. Letter is standard Naval format from Commander, Marine Forces Reserve, to Commandant of the Marine Corps (RAM). Intent of letter is to provide justification for number of days of active duty.

b. Director, Manpower Directorate

(1) Verify eligibility of Marine to perform subject period of active duty.

(2) Manage and track internal Directorate ADSW funding.

c. Director, Resources and Requirements Directorate

(1) Manage and track ADSW funding for all MARFORRES.

(2) Verify ADSW costs for each request to ensure funding is available.

ForO 1001R.4

5. Procedures. Enclosure (3) provides process steps for requesting ADSW orders.

6. Applicability. This order is applicable to the Marine Corps Reserve.

8. Procedures. Enclosure (3) provides process steps for requesting ADSW orders.

9. Recommendations. Recommendations for changes to this order are encouraged and should be submitted to COMMARFORRES (Manpower Operations Section).


J. J. KINNERUP

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RESERVE ACTIVE DUTY ORDERS REQUEST

NAME (LAST, FIRST, MI)	RANK	SSN/MOS
HOME ADDRESS: _____		
HOME PHONE#() _____ - _____ WORK PHONE#() _____ - _____		
PARENT RESERVE UNIT _____ PLA _____ RUC _____		
FUNDING SOURCE WORK CENTER _____	MODE OF TRAVEL GTR() POC() GOVT TRANS()	
INCLUSIVE DATES OF ACDU: _____ TO _____	REPORT/PROCEED TO UNIT ADDRESS: ZIP CODE: _____ MCC: _____ RUC: _____	TOTAL # DAYS: _____
PURPOSE OF DUTY AND JUSTIFICATION: _____ _____ _____ _____		
<u>SPECIAL PROVISIONS:</u> <input type="checkbox"/> DAYS ACTIVE DUTY THIS FISCAL YEAR <input type="checkbox"/> POC OWN CONVIENCE REQ <input type="checkbox"/> RENTAL CAR REQ <input type="checkbox"/> REGISTRATION/CONFERENCE FEE <input type="checkbox"/> GOVT QTRS AVAIL <input type="checkbox"/> GOVT QTRS NOT AVAIL POC: _____ <input type="checkbox"/> GOVT MESS AVAIL <input type="checkbox"/> GOVT MESS NOT AVAIL <input type="checkbox"/> GOVT FACILITIES NOT REQUIRED <input type="checkbox"/> LIVES LOCAL <input type="checkbox"/> THESE ORDERS INVOLVE FIELD DUTY <input type="checkbox"/> LEVEL OF SECURITY CLEARANCE REQUIRED SECRET/TOP SECRET/TSSCI	<u>ITINERARY:</u> FROM: _____ TO: _____ TO: _____ TO: _____ HOTEL/BOQ/BEQ COST PER NIGHT _____ GTR COST _____ PROVIDE GTR COST FROM SATO: \$ _____ . _____	
TAD REP NAME: _____ EXT: _____		
PRINTED NAME OF COGNIZANT SECTION HEAD _____ EXT: _____		
SIGNATURE OF COGNIZANT SECTION HEAD _____ DATE: _____		
G-1 APPROVED _____ DATE _____ DISAPPROVED _____ DATE _____		
COMMENTS: _____ _____		
EXECUTIVE DIRECTOR APPROVED _____ DATE _____ DISAPPROVED _____ DATE _____		
COMMENTS: _____ _____		

TON ASSIGNED: _____

INCLUDE TRAVEL COSTS WITH EACH ADSW REQUEST. TRAVEL COST MAY BE OBTAINED FROM COMMERCIAL TRAVEL OFFICE ONCE RESERVATIONS HAVE BEEN CONFIRMED.

*****ALL ADSW REQUEST MUST BE ACCOMPANIED BY A RESERVE QUALITY CONTROL (QCRE) AND A CAREER RETIREMENT CREDIT RECORD (RT07).****

Enclosure (1)

2. Operations Code				3. SUBJECT:		4. DATE		5. INITIALS		6. NATURE OF ACTION REQUIRED		7. ORIGINATORS INITIALS		8. DUE DATE (If any)	
X - ORIGINATOR OR OFFICE AFFIXING ROUTING SHEET				G - INFORMATION		H - RETURN TO:									
A - APPROPRIATE ACTION				I - INITIAL											
B - GUIDANCE				J - DISPOSITION											
C - SIGNATURE				K - DECISION											
D - COMMENT				L - RETENTION											
E - RECOMMENDATION				O - OTHER (Define)											
F - CONCURRENCE															
4. RTG	5. OPR CODE	6. ADDRESSEES		7. DATE		8. INITIALS		9. NATURE OF ACTION REQUIRED		ORIGINATORS INITIALS		DUE DATE (If any)			
		COMMAND SECTION		IN	OUT	Concur	Non Concur	ROUTINE							
		COMMANDER						URGENT							
		DEPUTY COMMANDER													
3	F, C, [7]	CHIEF OF STAFF						10. REFERENCES HELD BY (Name, Grade, Office Code, and Telephone Extension)							
		SERGEANT MAJOR						11. REMARKS AND SIGNATURE:							
		STAFF SECRETARY						Tab (A): ADSW Request							
		COMMAND SECTION ADMIN USE ONLY						Tab (B): Approval documentation from CO/OIC							
		ADMIN CHIEF						[always required for SMCR unit and IMA]							
		ADMIN CLERK						Tab (C): Draft 179 Day Waiver Letter [if required]							
		STAFF SECTIONS						1. PURPOSE. To request ADSW orders on subject Marine.							
1	D, A	MANPOWER, PERSONNEL AND ADMIN G-1						2. BACKGROUND. Short description which led to the need for ADSW.							
		INTELLIGENCE G-2						3. DISCUSSION.							
		CURRENT OPS & PLANS G-3						a. CO (or OIC) approves of Marine for this period of duty; see Tab (B). [must always state if SMCR unit or IMA].							
		LOGISTICS G-4						b. [Explanation of why more than 179 days are required [if required]].							
		PLANS G-5						c. [Other information as may be required for approval].							
		COMM & INFO G-6						4. ACTION. Request Manpower issue ADSW orders on subject Marine [for 89 days or less].							
	X	INSPECTOR G-7						OR							
		STAFF JUDGE ADVOCATE SJA						Request C/S approval of ADSW orders on subject Marine [for 90-179 days].							
		PUBLIC AFFAIRS OFFICE PAO						OR							
		FACILITIES FAC						Request C/S approval of ADSW orders on subject Marine and signature of 179 day waiver letter at Tab (C) [for 180 days or more].							
		CHAPLAIN CHAP						//SIGNATURE//							
2	D	COMPTROLLER COMP													
		COUNSEL CL													
		REGIONAL CONTRACTING OFFICE RCO													
		SECURITY MANAGER SM													
		EQUAL OPPORTUNITY EEO													
		HEADQUARTERS BATTALION HQBN													
		MAJOR SUBORDINATE COMMANDS (MSCs)													
		CG, 4TH MARDIV DIV													
		CG, 4TH MAW WING													
		CG, 4TH FSSG FSSG													
		CG, MCRSC MCRSC													
		CG, I MACE I MACE													
		CG, II MACE II MACE													
		MANPOWER, PERSONNEL AND ADMIN													
		AC/S G-1 G-1													
		DEPUTY AC/S G-1													
		G-1 ADMIN CHIEF													
		ADJUTANT G-1A													
		ADJUTANT CHIEF													
		ASSISTANT ADJUTANT CHIEF													
		MANPOWER G-1M													
		RECRUITING/RETENTION OFF													
		MANPOWER ANALYST													
		MANPOWER CHIEF													
		CAREER PLANNER													
		MARINE CORPS COMMUNITY SERVICES													
		FAMILY READINESS													
		PERSONAL SERVICES													
		SEMPER PARIT COORDINATOR													
		PERSONNEL G-1P													
		PERSONNEL CHIEF													
		OPERATIONS & PLANS G-1OPS													
		ASSISTANT OPERATIONS OFFICER													
		MOBILIZATION OFFICER													
		OPERATIONS CHIEF													
		ISC													

ADSW ORDERS REQUEST PROCESS

1. Directorate or MARFORRES Manpower identifies Marine.
 - a. If Marine is SMCR unit member or IMA, go to Step 2.
 - b. If Marine is IRR, go to Step 3.
2. Directorate requests approval from unit CO/OIC/IMA OpSponsor to use Marine. Documentation must, at minimum, be email from unit CO/OIC/IMA OpSponsor or Inspector-Instructor (I-I) stating that CO/OIC concurs. The documentation must be given to requesting Directorate for inclusion into the orders request.
 - a. If CO/OIC/IMA OpSponsor approves, go to Step 3.
 - b. If CO/OIC/IMA OpSponsor disapproves, END OF PROCESS.
3. Unit (MCRSC for IMA and IRR) checks if Marine is eligible for orders. The three items that must be verified in the Marine Corps Total Force System (MCTFS) are: Physical examination & HIV test dates must be current; and assurance that the Marine will not have more than 16 years of cumulative active duty time upon completion of orders (by checking the Career Retirement Credit Report).
 - a. If eligible, go to Step 4.

If ineligible, but can be corrected, corrective action must be fully completed and documented in MCTFS before orders will be written. Example: If a Marine does not have a current physical examination, then the Marine will have to have one completed and the proper unit diary (UD) entry posted in MCTFS indicating such.

 - c. If not eligible, END OF PROCESS.
4. Directorate initiates ROWS orders request and ADSW Request route sheet. When completed, Directorate forwards package to MARFORRES Manpower (Operations Section). If orders are for:
 - a. 89 days or less, route sheet does not need to go to MARFORRES Executive Director; go to Step 5.
 - b. 90-179 days, route sheet must include MARFORRES Chief of Staff. When completed, go to Step 5.

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b. 180 days or more, route sheet must include MARFORRES Executive Director. Directorate must include letter to (both electronic and hard copy) HQMC (RA) requesting waiver. See enclosure (4) of ref (a) for an example. When completed, go to Step 5.

5. Manpower will re-verify orders eligibility. Forwards package to MARFORRES Resources and Requirements.

a. If still eligible, go to Step 6.

b. If not eligible, the request will be returned to the originating Directorate.

6. Resources and Requirements re-verify available funding. If Directorate:

a. Has funding available, go to Step 7.

b. Does not have funding, then request is returned to originating Directorate. The Originating Directorate will then coordinate with Resources and Requirements to allocate additional funds or END OF PROCESS.

7. If orders are for:

a. 89 days or less, then Resources and Requirements forwards package to Manpower go to Step 8.

b. 90 days or more, then Resources and Requirements forwards package to MARFORRES Executive Director go to Step 9.

8. Manpower fund approves ROWS request and notifies Directorate.

9. Executive Director (or higher) makes decision for 90 days or more. If Executive Director:

a. Approves request for 90 - 179 days of ADSW; go to step 8.

b. Signs 179 day waiver letter to HQMC, go to Step 10.

Enclosure (3)

Subj: ADSW ORDERS REQUEST PROCESS

c. Does not sign 179 day waiver letter to HQMC, but approves orders for any number of days less, Directorate must coordinate with Marine to see if he/she still wants the orders. If:

(1) YES, go to Step 8.

(2) NO, END OF PROCESS.

d. Does not sign waiver and/or disapproves completely, END OF PROCESS.

10. Command Deck sends signed letter to HQMC and copy of initial package to Manpower (with copy of signed letter).

11. Manpower writes orders in ROWS and awaits approval from HQMC. Manpower notifies Directorate of HQMC decision.